Message Text

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ORIGIN TRSE-00

INFO OCT-01 EUR-12 ISO-00 OIC-02 DODE-00 EB-07 SY-05

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DRAFTED BY TREAS:OS GWCOE
APPROVED BY TREAS:OS JCGARTLAND
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TO USMISSION OECD PARIS PRIORITY

AMEMBASSY PARIS PRIORITY

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E.O. 11652: N/A

TAGS: OVIP (SIMON, WILLIAM E.), OCON, OECD

SUBJECT: TREASURY SECRETARY SIMON TRAVEL - ADMINISTRA-

TIVE ARRANGEMENTS

REF: TREASURY 002204 FOR MCGREW

1. TREASURY SECRETARY SIMON WILL HEAD TREASURY PARTY TO

PARIS MAY 26-29, 1975. TOTAL PARTY APPROXIMATELY 10.

DELEGATION LIST WILL BE TRANSMITTED SEPTEL.

2. THE FOLLOWING IS A TENTATIVE ITINERARY FOR SECRETARY SIMON AND PARTY:

LV: ANDREWS AFB 1900 5/26 AR: PARIS 0730 5/27

LV: PARIS 1700 5/29 AR: ANDREWS AFB 2015 5/29

ALL TIMES LOCAL. EMBASSY TO BE INFORMED SEPTEL ANY CHANGES IN FLIGHT ITINERARY. REQUEST ASSIGNMENT OF CONTROL LIMITED OFFICIAL USE LIMITED OFFICIAL USE

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OFFICER FOR VISIT AND CABLE NAME TO TREASURY, WASHINGTON, MR. GERALD COE, ADMINISTRATIVE OFFICER.

3. CUSTOMS: UNDERSTAND NO VISA REQUIREMENT. PASSPORT

NUMBERS, PLACE AND DATE OF BIRTH PROVIDED SEPTEL. PLEASE ADVISE IF EMBASSY OFFICER SHOULD RECEIVE PASSPORTS FROM MR. COE AND HANDLE ENTRY/EXIT FORMALITIES.

- 4. GROUND TRANSPORTATION: PLEASE PROVIDE ONE (1) HEAVY SEDAN FOR SECRETARY SIMON; THREE (3) LIGHT OR MEDIUM SEDANS FOR BENNETT, PARSKY, AND WIDMAN; ONE (1) LIGHT OR MEDIUM SEDAN FOR GARTLAND AND GERGEN; AND (1) LIGHT OR MEDIUM SEDAN FOR ADMINISTRATIVE SUPPORT. SEDANS TO MEET DELEGATION AT AIRPORT AND HAVE ENGLISH SPEAKING DRIVERS WHO ARE FAMILIAR WITH CITY AND ITS ENVIRONS. TRANSPORTATION FOR AIR CREW RESPONSIBILITY OF DAO. RECOMMEND MOTOR POOL DISPATCH SERVICE FROM ADMINISTRATIVE CONTROL ROOM/SECRETARIAT BETWEEN HOURS 0730 2100.

 5. BAGGAGE: A TWO AND ONE HALF TON TRUCK WITH HANG-UP BARS WITH BAGGAGE HANDLERS SHOULD PROCEED TO REAR STARBOARD DOOR AND AWAIT UNLOADING INSTRUCTIONS FROM MR. COE.
- 6. CLASSIFIED TRANSPORT: A STATION WAGON SHOULD BE PROVIDED REAR STARBOARD DOOR FOR CLASSIFIED MATERIAL, TO BE ESCORTED BY MARINE SECURITY OR COMPARABLE GUARD.
- 7. HOTEL ACCOMMODATIONS: REQUEST PRE-REGISTRATION OF PARTY. PER REFTEL PLEASE RESERVE ONE (1) SUITE, THREE (3) DOUBLES, AND EIGHT (8) SINGLES PREFERABLY AT HOTEL CRILLON, AND CABLE ROOM ASSIGNMENTS TO MR. COE. SECRET SERVICE ACCOMMODATIONS ARE IN ADDITION TO REQUIREMENTS IN PARAGRAPH 7. AIR CREW ACCOMMODATIONS RESPONSIBILITY OF DAO.
- 8. ADMINISTRATIVE AND VISITOR'S CONTROL ROOM/SECRETARIAT: HOTEL CRILLON IF UTILIZED, DESIRE EMBASSY LIBRARY. IF ALTERNATE HOTEL IS UTILIZED, PLEASE PROVIDE TWO CONNECTING DOUBLES WITH BEDROOM FURNITURE REMOVED. THESE ROOMS ARE IN ADDITION TO THE REQUIREMENTS IN PARAGRAPH 7.

THE ADMINISTRATIVE AND VISITOR'S CONTROL ROOM/SECRETARIAT LIMITED OFFICIAL USE LIMITED OFFICIAL USE

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SHOULD BE PROVIDED WITH THE FOLLOWING:

TABLE FOR EMBASSY OFFICER
TABLE FOR NORMAL TOURIST INFO.
TABLE FOR ACCOMMODATING CURRENCY EXCHANGE, CIGARETTES, SUNDRIES SALES, ETC.
PLEASE PROVIDE PACKAGING/WRAPPING SUPPLIES FOR LOCAL PURCHASES.
TWO (2) TABLES FOR SECRETARY'S STAFF
TWO (2) TYPING STANDS WITH CHAIRS.
TWO (2) ELECTRIC TYPEWRITERS

ONE (1) COPYING MACHINE (PREFERABLY XEROX 3600)

OFFICE SUPPLIES
ONE (1) FOUR DRAWER BAR LOCK CABINETS
ELECTRIC TRANSFORMERS, IF REQUIRED.

THERE WILL BE OPEN STORAGE CLASSIFIED MATERIAL IN THIS ROOM. REQUEST ACCESS CONTROLLED BY GUARD ON 24 HOUR BASIS. REQUEST LINE TO EMBASSY SWITCHBOARD IF EMBASSY THINKS NECESSARY.

9. COMMUNICATIONS SUPPORT: REQUIRE 24 HOUR CAPABILITY WHILE SECRETARY IS ON LOCATION, INCLUDING STANDBY RADIO CAR FROM APPROXIMATELY 2100 - 0800 AND COURIER SERVICE.

10. FUNDING: MR. COE IS AUTHORIZED TO MAKE ADMINISTRATIVE ARRANGEMENTS FOR ALL PARTY MEMBERS. BUDGET AND FINANCE OFFICER WILL PAY EXPENSES APPLICABLE TO TREASURY AND RENDER AN ACCOUNTING TO MR. COE FOR PAYMENT APPROVAL. OTHERWISE, EXPENDITURES MAY BE APPROVED BY CATEGORY FOR SUBSEQUENT ACCOUNTING. FUNDING CITATION AND ADDITIONAL INFORMATION PROVIDED SEPTEL. CITATION COVERS OPERATIONAL EXPENSES INCLUDING TDY MARINES. NON-TREASURY MEMBERS WILL ARRANGE PAYMENT OF HOTEL AND OTHER COSTS PRIOR TO DEPARTURE. NO TREASURY REPRESENTATIONAL EXPENDITURES MAY BE INCURRED WITHOUT REPEAT WITHOUT SPECIFIC AUTHORIZATION OF MR. COE.

11. MISCELLANEOUS: REQUEST PHOTOGRAPHIC COVERAGE OF OFFICIAL FUNCTIONS WHERE PRACTICAL BY USIS. PLEASE FOR-LIMITED OFFICIAL USE
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WARD NEGATIVES AND TWO (2) COPIES EACH PRINT TO TREASURY C/O MR. JAMES SITES, ROOM 2324, IMMEDIATELY FOLLOWING VISIT. WHERE AVAILABLE, REQUEST SEVERAL COPIES USIS NEWS SUMMARY IN ADMINISTRATIVE CONTROL ROOM EACH MORNING. THE SUMMARY SHOULD BE PROVIDED AT THE HOTEL AT EARLIEST TIME PRACTICAL EACH DAY. COPIES OF LOCAL ENGLISH LANGUAGE NEWSPAPERS SHOULD BE DELIVERED EACH MORNING TO EVERY DELEGATION MEMBER'S ROOM.

12. SECRETARIAT SUPPORT: REQUEST OFFICER AND CLERICAL SUPPORT TO BE ON CALL TO ASSIST PARTY IF NECESSARY.

13. REPRESENTATIONAL FUNCTIONS: PLEASE DO NOT REPEAT NOT SCHEDULE BLACK TIE EVENTS FOR SECRETARY'S VISIT. INGERSOLL

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Message Attributes

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PARIS

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